

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
FORT SILL, OKLAHOMA 73503

USAFACFS Circular  
No. 25-01-03

27 November 2001

Expires: 1 October 2003  
Information Management: Records Management  
**RECORDS MANAGERS, ELECTRONIC MEDIA, AND FILING INSTRUCTIONS**  
Effective: 1 October 2001

**1. PURPOSE.** To establish the following requirements:

a. Each activity/unit directors/chiefs/commanders will appoint a records manager for their organization to carry out duties as indicated in AR 25-1, chapter 8. This removes requirement to separately designate an FOIA, PA, or MICO person as required by appropriate USAFACFS Supplement.

b. Each activity/unit directors/chiefs/commanders will schedule and conduct records management evaluations of their organization.

c. DOIM will provide procedures for the management of electronically generated documents.

d. DOIM will provide updated information concerning changes in retention periods and disposition of records on change of status.

e. DOIM will provide special filing instructions, as required.

**2. REFERENCES.**

a. AR 25-1, 25 Mar 97, The Army Information Resource Management Program.

b. AR 25-400-2, 26 Feb 93, The Modern Army Recordkeeping System.

c. AR 25-55, 14 May 97, The Department of the Army Freedom of Information Act Program.

d. AR 340-21, 5 Jul 85, The Army Privacy Program.

e. AR 25-50, 21 Nov 88, Preparing and Managing Correspondence.

f. AR 25-30, 28 Feb 89, The Army Integrated Publishing and Printing Program.

g. AR 335-15, 28 Oct 86, Management Information Control System.

- i. AR 25-51, 30 Nov 92, Official Mail and Distribution Management.

### **3. RESPONSIBILITIES.**

a. Commander, USAFACFS, is responsible for the Records Management Program at Fort Sill.

b. Commander, USAFACFS, has delegated authority to Director, DOIM, to appoint an Installation Records Manager (IRM) to perform the records management duties as outlined in AR 25-1 and additional duties that include--

(1) Evaluating once every 2 years each activity's performance in conducting biannual internal evaluations of their records management program.

(2) Assisting activity records managers, upon request, when they conduct internal records management evaluations.

(3) Providing assistance visits upon request from activity records managers.

(4) Conducting annual reviews of Fort Sill contracts that require the maintenance of government records.

(5) Providing training to all personnel in the following areas.

Modern Army Recordkeeping System (AR 25-400-2)

Freedom of Information Act (AR 25-55)

Privacy Act (AR 340-21)

Management Information Control (Reports Control) (AR 335-15)

Correspondence Management (AR 25-50)

Official Mail and Distribution (AR 25-51)

c. Commander/director/chief of each organization is responsible for--

(1) The Records Management Program within their activity.

(2) Appointing a records manager to perform the records management duties as outlined in AR 25-1, chapter 8 for their organization. A copy of this appointment will be forwarded to Cdr, USAFACFS, ATTN: ATZR-URA. (Training Command and IIIrd Armored Corps Artillery will appoint a records manager for their entire organization.) Activity Records Managers can require subelements to appoint an assistant records manager (i.e., assistant records managers at division, department, brigade, battalion levels). Assistant records managers will receive guidance and instructions from the Activity Records Manager.

(3) Ensuring each activity records manager designee schedules an inbriefing with the IRM within 2 weeks of being appointed.

(4) Creating a records management evaluation schedule that ensures each of their organizational elements are evaluated once every 2 years (see appendix A for an example of an evaluation schedule). Use FS Form 7 (Records Management Evaluation Checklist) to evaluate organizational elements ([http://sill-www.army.mil/doim/FS\\_Blank\\_Forms/FS\\_BLANK\\_FORMS.htm](http://sill-www.army.mil/doim/FS_Blank_Forms/FS_BLANK_FORMS.htm)). Provide a copy of each schedule (NLT 1 November of every other fiscal year) and each FS Form 7 (upon completion by activity records managers) to the IRM. The Records Manager must have FS Forms 7 signed by their activity commander, director, or chief. Assistant Records Managers will provide a copy of their FS Forms 7 to the Activity Records Manager for review.

(5) Ensuring each office within their organization that maintains files creates a files list. Activity records managers will review these lists and forward them to the IRM for review (AR 25-400-2, paragraph 5-13). Since creation of files list is a one-time requirement, only resubmit files lists to the IRM when changes occur.

(6) Ensuring Standard Forms 135 (Records Transmittal and Receipt) are prepared in September for fiscal year and December for calendar year files that have a retention period of 3 years or more. Submit to the IRM for processing NLT 15 Sep (fiscal) and 15 Dec (calendar) of each year (AR 25-400-2, chapter 9).

#### **4. EVALUATIONS.**

a. Installation Records Manager will use Fort Sill Form 971 (Installation Records Manager Evaluation Guide) to conduct records management evaluations of each activity ([http://sill-www.army.mil/doim/FS\\_Blank\\_Forms/FS\\_BLANK\\_FORMS.htm](http://sill-www.army.mil/doim/FS_Blank_Forms/FS_BLANK_FORMS.htm)). The IRM will provide written results of the evaluation.

b. Activity and assistant records managers will use Fort Sill Form 7 to conduct internal records management evaluations of their activity.

c. If IRM or Activity Records Manager indicate deficiencies in their written report, the activity evaluated will be given a 30 day time period to provide a schedule back to the IRM or Activity Records Manager that indicates plan to correct all deficiencies within a certain period of time. Time period should not exceed 5 months. (A deficiency is defined as any question on FS Forms 7 or 971 that has a NO answer.)

**5. ELECTRONIC MAIL, VOICE MAIL, AND VIDEOTAPES.** Electronically generated communications used in lieu of oral communications that would have been documented as memorandum for record will be kept the same as other types of communications (i.e., memorandums, letters, etc.).

a. To determine retention requirements, use one of the two methods listed below.

(1) If created instead of using a memorandum, letter, decision paper, information paper, etc., you must retain the electronic mail, voice mail, or videotape. Videotape also includes the use of video phones.

(2) If created instead of using oral communications and a memorandum for record would have been created to document the conversation, you must retain the electronic mail, voice mail, or videotape.

(3) If decisions are made using electronically generated media instead of paper, you must retain the electronic media.

b. You must file all documents created or received, either electronically or on paper by the subject. Do not create folders labeled with "PROFS Notes" or "E-Mail Notes" or to who sent or from whom received; use the subject of the documents.

(1) Commanders (O5 and above), directors, and chiefs of special staffs can retain e-mail notes within personal folders under MS Exchange as long as the folders are properly marked with the correct title to describe the contents. You may establish a folder called "General" for miscellaneous e-mails. You can create a folder titled "personal" for documents that you consider are not official actions. Recommend having your records manager assist in the creation of these folders (see appendix B). Below is an example of titles of personal folders. For assistance, use the file category titles shown in AR 25-400-2.

Administration	IG
Legal	Financial
Transportation/Travel	Religious Activities
Military Police/Environment	Installations
Training	Schools
Security	Safety
Construction	Engineering
Military Op	Manpower
Personnel	Logistics

(2) Activity Records Managers are required to ensure these files are routinely stored to computer hard drives or CDRs (write once, read many CDs) (do not use rewritable CDs). Recommend establishing a monthly schedule to capture the e-mail notes. MS Exchange automatically dates each e-mail note. You can use these dates to capture a months worth of data. For example, open each personal folder and highlight all notes with a Nov 01 date (see appendix C). At the end of each month check each folder and copy those records placed in the folder for that month.

(3) Another method to retaining e-mail is for the commanders, directors, and chiefs to ensure their records manager receives a copy of all e-mail they receive and send. You can do this by setting a rule within your MS Exchange that will automatically send a

copy of each e-mail you send and receive to your records manager. Your records manager would then be responsible for retaining your e-mail under AR 25-400-2.

c. Retain the acknowledgment reply to e-mail only when a receipt would have been required if the same information was sent via memorandum and received receipt was required. Attach the acknowledgment document to the e-mail document before filing.

**7. CHANGES TO RETENTION PERIODS.** Frequently retention periods change because of statutory, legal, financial, or administrative requirements.

a. If a change increases the retention period, use the new retention period for all records under that file number, both current and noncurrent. This applies no matter when the records were created or where they are maintained.

b. If retention period is decreased or changed from permanent to a temporary period, apply the new schedule to all current records. In applying decreased retention schedules to noncurrent records, consider cost effectiveness and efficiency. If a decreased schedule would take a major effort to apply and storage space is not an issue, keep the records for the longer retention period.

**8. DISPOSITION OF RECORDS ON CHANGE OF STATUS.** Activity records managers will provide the IRM a copy of the orders that redesignate or inactivate any of their units.

a. Redesignation or Reorganization without a Transfer of Functions. Continue records retention, cutoff, and disposition as if no change had occurred.

b. Transfer of Functions. Transfer the current records relating to the transferred functions to the gaining organization. Transfer noncurrent records to the designated Records Holding Area (RHA).

c. Discontinuance of an Army Organization.

(1) If with a transfer of function, follow instructions in paragraph b above.

(2) If without a transfer of function, transfer records not eligible for immediate disposal to the RHA.

d. Movement of Army Organizations and Units. Destroy records eligible for immediate destruction and move current records with the unit. Transfer other records not required for future actions to the losing RHA. If the unit moves without personnel, transfer all records to the losing RHA.

e. Use SF 135 (Records Transmittal and Receipt) when transferring records from unit undergoing a change of status. Attach a description or chart of the new

organization status, relationships with higher headquarters, and a list of all files sent to a different location.

## **9. AWARDS/PERMANENT ORDERS.**

a. Permanent Orders. Commanders authorized to assign order numbers to military awards will retain a copy of the DA Form 638 under FN 600-8-105c as a permanent file. They will be filed in numeric order by order number.

b. Military Awards. AR 25-400-2 requires the approval authority to retain these awards for 25 years (See FN 600-8-22b, AR 25-400-2). Activity records managers will ensure that each of their organizations turn-in military award files to the RHA at the end of the calendar year approved (i.e., turn awards approved during 2001 in to the RHA in January 2002). The activity records managers should require the SFs 135 be sent through them to the IRM for processing. File awards alphabetically by battalion/brigade or similar organization. **Do not file** them alphabetically by battery/company within a battalion.

## **10. TIME AND ATTENDANCE RECORDS.**

a. Activity records managers will ensure time and attendance data is maintain under FN 1x, Office Civilian Personnel Time and Attendance Files (6 year file). Transfer this file to the RHA at the end of each calendar year created (i.e., turn in files created in 2001 to the RHA in January 2002).

b. Activities whose time and attendance data is maintained by another activity must still submit a SF 135 to the IRM each year. This SF 135 must indicate which activity maintained your time and attendance data and the period of time covered.

c. If an employee transfers to another Fort Sill activity during a leave year, time and attendance data must transfer with individual. If transfer takes place after end of leave year, the losing activity will process the attendance data for previous year.

**11. ARMY REGULATION 15-6 INVESTIGATIONS.** These investigations are maintained under FN 15-6b. Activities will transfer the original 15-6 investigation to the RHA after approval. Contact DOIM IASB, 442-5168 for procedures.

**12. TERRORISM FILES.** DA has placed a moratorium on records/files pertaining to terrorism (see AR 25-400-2, file numbers 525-13a and 525-13b). Activity records managers will transfer these types of files created within their organizations to the RHA. Transfer electronic records (i.e., e-mail, etc.) electronically to [userid\\_campj@sill.army.mil](mailto:userjd_campj@sill.army.mil) as often as necessary to ensure these records are captured. Transfer paper files to the RHA at the end of each year created (i.e., files created in 2001, transfer to the RHA in January 2002).

**APPENDIX A**

**EXAMLES OF A RECORDS MANAGER'S EVALUATION SCHEDULE**

**DOIM Records Manager**

<b>ORGANIZATION</b>	<b>DATE</b>
Admin Office	2 Dec 01
P&O Div	5 Mar 02
Enterprise Technology Div	10 Jun 02
Commo/Log Div	15 Oct 02

**IIId ACA Records Manager**

IIId ACA Cmd Gp/Staff Sections	3 Oct 01
17 <sup>th</sup> FA Bde	13 Nov 01
75 <sup>th</sup> FA Bde	4 Mar 02
212 <sup>th</sup> FA Bde	20 Apr 02
214 <sup>th</sup> FA Bde	21 Jun 02

**ASSISTANT RECORDS MANAGER'S EVALUATION SCHEDULE**

**Tng Cmd - Assistant Records Managers**

FATC Staff Offices	5 Oct 01
1-19	27 Nov 01
1-22	2 Feb 02
1-40	10 Mar 02
1-78	20 Mar 02
1-79	2 Apr 02
2-80	16 Apr 02
95th AG Bn	2 May 02

**17<sup>th</sup> FA Bde - Assistant Records Manager**

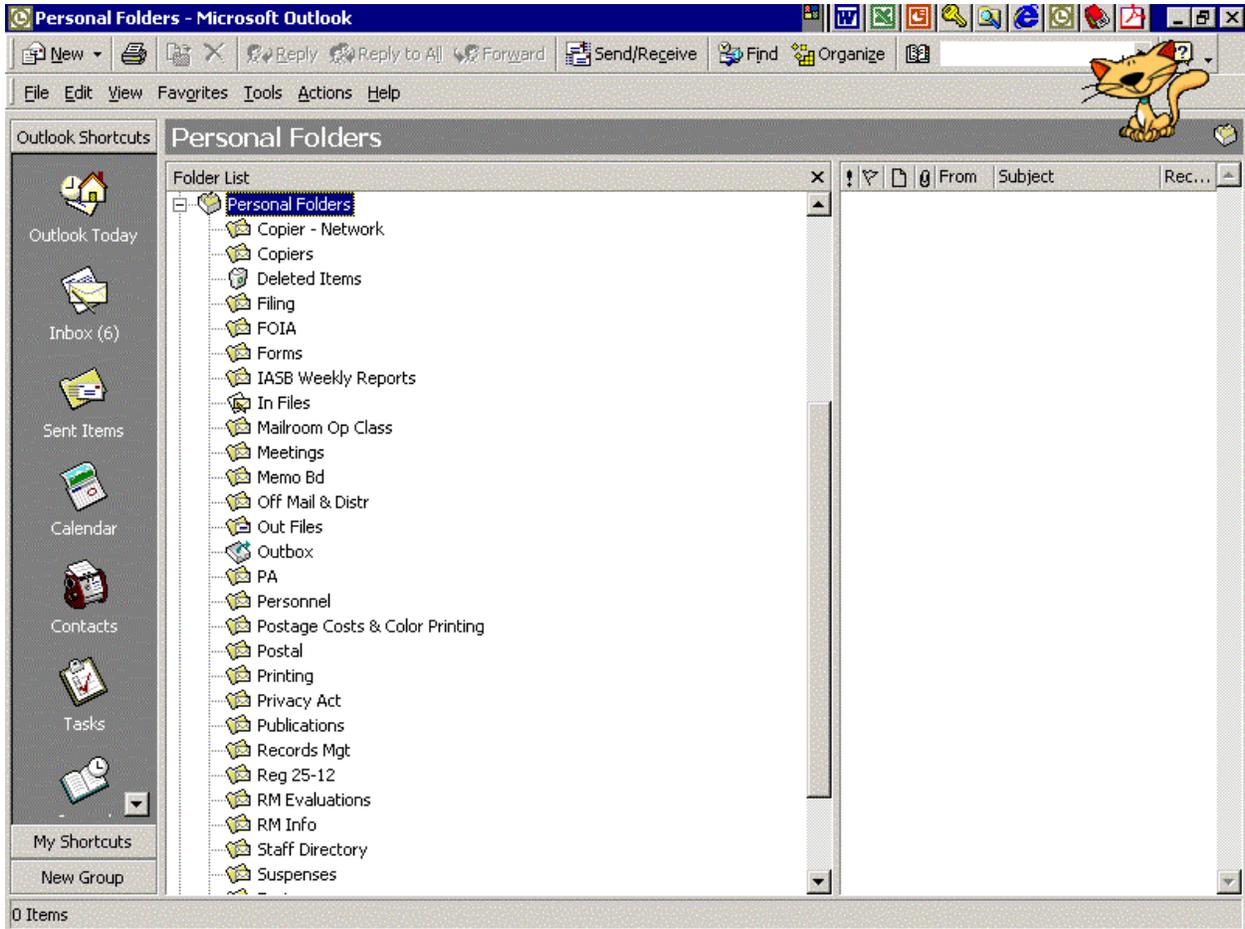
Staff Offices/HHB	15 Nov 01
1 <sup>st</sup> Bn, 12 <sup>th</sup> FA	25 Jan 02
3d Bn, 18 <sup>th</sup> FA	20 Feb 02
5 <sup>th</sup> Bn, 3d FA	10 Mar 02

**1<sup>st</sup> Bn, 12<sup>th</sup> FA - Assistant Records Manager**

Staff Offices	28 Nov 01
HHB or HHS	10 Dec 01
Btry A	6 Feb 02
Btry B	10 Mar 02
Btry C	15 Apr 02

## APPENDIX B

### EXAMPLE OF PERSONAL FOLDERS



APPENDIX C

EXAMPLE OF E-MAIL NOTES BY DATE

The screenshot shows the Microsoft Outlook interface with the 'Publications' folder selected. The email list is as follows:

From	Subject	Received
Cline, Rob...	FW: Safety Publication	Tue 11/13/2001 1:...
Crutcher, ...	Cir 600-01-02, Christmas-New Year Pr...	Thu 11/8/2001 3:2...
Gaasbeck, ...	RE: Christmas-New Year Program	Tue 11/6/2001 4:2...
Broughton...	Change to USAFACFS 385-10	Mon 10/29/2001 8:...
Gaasbeck, ...	FW: Firewall Policy	Fri 10/26/2001 9:4...
Hacker, Ali...	FW: FS Supplement to AR 220-90	Thu 10/25/2001 3:...
Newman, ...	USAFACFS Reg 25-74	Wed 10/17/2001 1:...
Hayes, Ti...	210-2	Mon 10/15/2001 3:...
Crutcher, ...	Off Limits Areas on Fort Sill (Cir 210-01...	Wed 10/10/2001 9:...
Crutcher, ...	Officer Mgt (FS Reg 614-1)	Tue 10/9/2001 2:5...
Valdez, Be...	RE: Staffing of Proposed FS Pub on Ele...	Tue 10/2/2001 8:5...
Gaasbeck, ...	RE: Staffing of Proposed FS Pub on Ele...	Mon 10/1/2001 1:1...
Pirtle, Rob...	FW: Staffing of Proposed FS Pub on El...	Mon 10/1/2001 1:1...
Jordan, Jo...	RE: Staffing of Proposed FS Pub on Ele...	Mon 10/1/2001 1:0...
Crutcher, ...	Staffing of Proposed FS Pub on Electro...	Mon 10/1/2001 12:...
Smith, De...	USAFACFS Reg 725-1	Tue 9/25/2001 9:2...
Crutcher, ...	Reg 190-1, Instl Physical Security & Cri...	Tue 9/11/2001 9:5...
Crutcher, ...	FS Reg 700-10, NBC Supplies & Equip	Fri 9/7/2001 3:32 PM
Crutcher, ...	Cir 200-01-2, Deer and Elk Hunting on ...	Wed 9/5/2001 1:4...
Olson, Gre...	FW: Update to Off. Mgmt Regulation	Tue 9/4/2001 1:18 ...
McCarty, ...	LETTER HEAD BLANK	Tue 9/4/2001 11:1...
McKinzie, ...	FW: USAFACS REG 715-1	Wed 8/29/2001 2:...
Crutcher, ...	725-1	Wed 8/29/2001 10:...
Broughton...	FW: Safety policy	Wed 8/29/2001 8:...
Gaasbeck, ...	FW: Reg 190-1, Instl Physical Security ...	Tue 8/21/2001 1:0...
Cline, Rob...	FW: Reg 385-10, Safety	Mon 8/20/2001 3:2...
Crutcher, ...	Reg 385-10, Safety	Mon 8/20/2001 10:...

(ATZR-URA)

FOR THE COMMANDER:



ROBERT A. CLINE  
COL, FA  
Chief of Staff

PHYLLIS R. HEARN  
Director of Information  
Management

DISTRIBUTION:  
Fort Sill Internet